

Professional and Managerial Branch  
Miscellaneous Professional Group  
Community Development Series

**ARTS GRANTS COORDINATOR**

05/96 (SAC)

*Summary*

Under general supervision, coordinate grant projects and direct funding to support local art organizations, arts education or similar programs.

*Typical Duties*

Act as liaison with grant recipients, direct and monitor program activities and evaluate results. Involves: developing and presenting workshops to explain program objectives and guidelines; providing such assistance to applicants as preparing narrative justification, submitting applications or other help; evaluating grant proposals and recommending selection of projects based on art education or cultural needs or other factors; recommending contract terms and preparing drafts for director; scheduling art education workshops or presentations at schools or other sites; recruiting and recommending artists, teachers and program sites; observing and evaluating program activities and recommending changes as appropriate; compiling and analyzing data to assess results; managing grant budgets; authorizing and initiating payments for services in accordance with contract provisions.

Participate in planning and developing grant proposals to obtain additional funding. Involves: reviewing literature dealing with funds available through grants from governmental agencies and private foundations; conferring with director to develop program goals and objectives; writing grant proposals and outlining how funds will be used; submitting applications to funding agencies or foundations upon approval of City Council; preparing periodic reports to comply with grant requirements; maintaining records related to grant funded programs.

Perform other duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of coworkers, if required; researching and preparing promotional or other program materials; organizing recognition and award ceremonies for participants; keeping abreast of current developments in the field.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Arts Management or Administration, English or a related field, and one (1) year of professional experience as a performing artist, grants writer, or arts program coordination; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: local, state and national arts organizations and agencies; grant and report writing; arts program coordination methods and techniques; arts education principles and procedures. Some knowledge of: local performing and visual artists; personal computer and word processing software; budget preparation and control.

Ability to plan, develop and coordinate arts education programs; establish and maintain effective working relationships with fellow employees, artists, arts organizations, the media, officials and the general public; communicate clearly and concisely both orally and in writing in order to prepare and delivery presentations to individuals and groups and write grants and reports; maintain records and prepare reports.

*Licenses and Certificates:* Texas Class "C" Drivers License or equivalent license issued by another state.

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Director of Personnel

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Department Head